

To: All Board of Education Employees
From: Finance Office Payroll Department
Subject: Electronic Pay Stubs
Date: October 4, 2021

Effective on your October payroll, pay stubs will be available electronically. We will not automatically provide a paper copy of your pay stubs. If you do not have access to a computer and would like to have a paper copy of your pay stub, please let your supervisor/manager know, and he/she will notify the payroll department.

You will need to go to www.mybenefitschannel.com to **register**.

- Enter your last name, date of birth, and the last four digits of your Social Security Number.
- It will ask you to create a Username, password, and choose a security question.

Attached is a PDF which provides step-by-step instructions on how to register and view copies of your pay stubs. You will be able to print copies of your pay stubs.

Current pay stubs will not be available to view until the payroll date. Each stub will be archived if you need copies of older stubs. Pay stubs prior to October 2021 will not be in MyBenefitsChannel. If you need a copy of pay stubs prior to October 2021, please contact the Finance Office.

Once you have logged into the MyBenefitsChannel website, **please make sure that your name, Social Security Number, and address are correct.**

If you have any issues logging into MyBenefitsChannel or viewing your pay stubs, please contact Georgie Irick or Charman McCosh in the Finance Office. Contact information is provided below:

Telephone: (423) 745-4103

Email: girick@mcminncountyfinance.com
cmccosh@mcminncountyfinance.com

We will also have your Form W-2 available on January 31st each year.



Local Government Corporation Backpack Registration and Online Pay Info

After being notified by appropriate personnel at your organization, the first step for online check stub inquiry is registering. From an internet browser application, go to www.mybenefitschannel.com. Click 'Register Here' button to start registration processing using your last name, data of birth and last 4 of your SSN.

Account Registration

Please fill out the data below so we can locate your account.

Last Name

Date of Birth
 

Last 4 digits of your SSN or Unique ID (Member ID)

If the system finds a match with the information given 'Terms of Use' page will display. The terms must be agreed to in order to register, specify user credentials and access online pay stubs.

MyBenefitsChannel.com Terms of Use

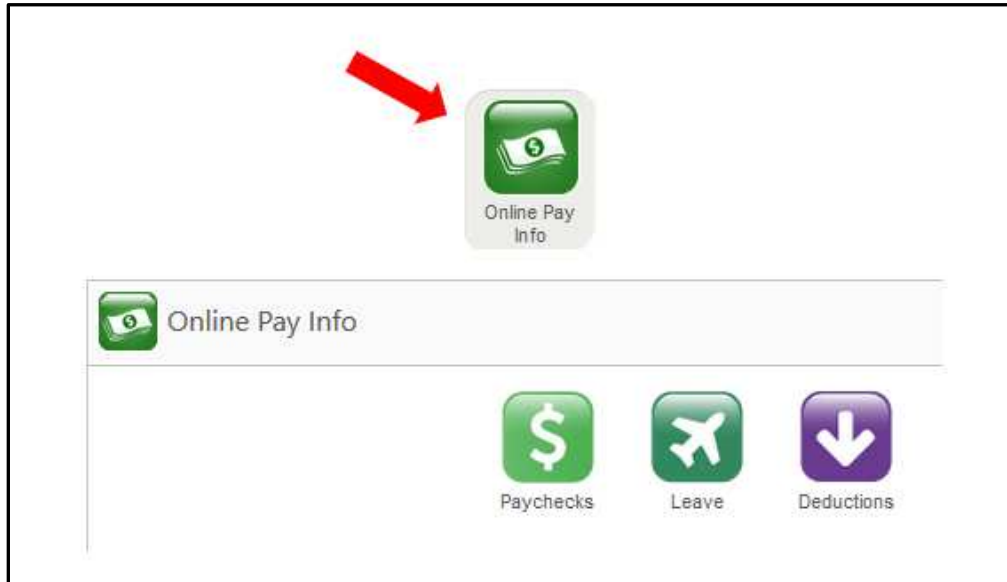
Welcome to the MyBenefitsChannel.com web site (as it currently exists or is subsequently modified, this "Site"). This Site is offered to you by Five Points ICT, Inc. ("Five Points") conditioned on your acceptance, without modification, of the terms, conditions, policies and notices contained on this page (these "Terms of Use").


Important Note: The contents of this site are for informational purposes only and are thus not intended as a substitute for professional medical advice, diagnosis or treatment. Always seek the advice of your physician or other qualified health provider with any questions you may have regarding a medical condition. Never disregard professional medical advice or delay in seeking it because of something you have read on this site. This site is not intended to provide instructions in the event of an emergency. If you think you may have a medical emergency, call your doctor or 911 immediately. We do not recommend or endorse any specific tests, physicians, products, procedures, opinions or other information that may be mentioned on this site. Reliance on any information provided on this site is solely at your own risk. You understand and agree that some health improvement activities are not appropriate for individuals who have certain medical or other health conditions. You are responsible for seeking medical advice from a physician prior to participating in any health improvement activity discussed in MyBenefitsChannel.com. You hereby agree and understand that you may not be aware of a medical condition from which you suffer, and therefore you should not participate.

These terms were last updated on January 24, 2013.

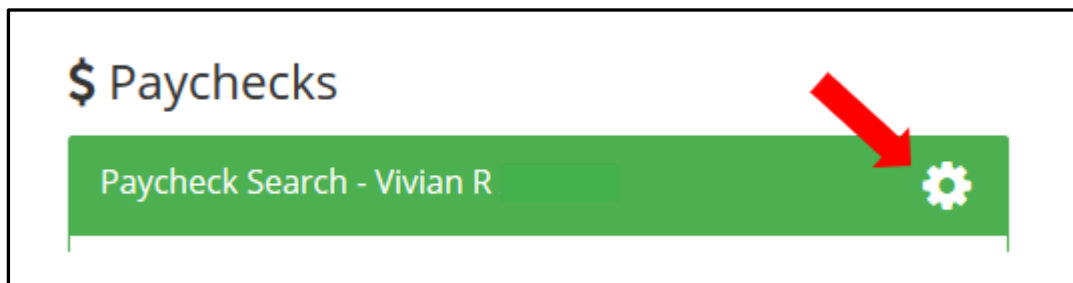
I Agree to these terms

After registering you then have access to Online Pay Info to view Paychecks, Leave, Deductions and other information maintained by your payroll office. Select 'Online Pay Info' button to view applicable information. From there you may view paychecks, leave, deductions, etc.



Use your internet back button to navigate to previous page, or click on menu button  to select other options.

Under 'Paychecks' option you can set user settings to designate if you want to receive text and/or email notification when new pay checks are available. Click the 'wheel' to designate these settings.



To log out, click menu button and select 'Log Out.' The system automatically logs user out after 15 minutes of inactivity.